

NCTC Safety Committee Minutes

Tuesday, January 2, 2018 (December meeting was postponed due to the holiday break)

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

Members Present: Abdul Chamma, Amanda Johnson, Bob Gooden, Cory Feller, Clinton Castle, Colleen Kukowski, Lynell Wayne, Mary Fontes, Mike Curfman, Sandy Bratvold, and Shannon Jesme.

Members Absent: Andrew Dahlen, Brian Huschle, Curtis Zoller, Danika Braaten, Kari Conner, Lisa Anderson, and Shannon Boen.

1. **Injury Report:** There is one recordable work-study injury to report. **Corrective Action:** Place signage on the doors and send the email to students also.
2. **Fire Drill:** A discussion was held on the mandatory fire drill that needs to take place within the first two weeks of the semester. It was determined that the next scheduled fire drill will be held on January 17, 2018 at 10:45 a.m. for all locations. **Action Item:** Cory will send will send an email notification to employee's the first week of January. A college-wide email notification will go out one week prior to the fire drill.
3. **MNSCU Safety Perception Survey (SPS) results:** A discussion was held on the Safety Perception Survey (SPS). NCTC had 83% of the employee's that completed the last survey. The committee discussed and made goals for the three (3) open-ended questions that employee's expressed their concern on. **FY18 Goals:** (1) NCTC was awarded a bonding project to remodel the Science lab this project will take care of the floor issues, enlarge the classroom, and add storage space for personal belongings. If there are leaks in the roof over this classroom that will also be address summer of FY18. (2) The Thief River Falls Facilities and the Student Services departments will meet to address the issue of opening and closing the gates. A possible solution is we can look at upgrading to an automatic motor to open and close the gates or have someone from the facilities department open and close the gate each day. (3) An annual email will be sent out to employee and students regarding the process in filling out the injury forms and the location of all the forms on the website. (4) Regarding the many comments to smoking at Northland Community and Technical College: This topic has been discussed by the previous president and administration. The current president and his administration have determined not to change the college policy without 100% of all college groups in support on going smoke free. The East Grand Forks campus recently moved the smoking area to avoid smoke entering the classrooms through the intake system. **Action Item:** NCTC needs to respond to the SPS survey by February 1, 2018. This report will go to the system office and to RISK Management. **Follow-up:** Toward the end of FY 2019 another survey will be sent out for employee's to take.
4. **Next Meeting: Tuesday, January 23, 2018 Rooms TRF 662/ EGF 290 / AC 16**